

MINUTES OF THE REGULAR MEETING
OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF CAMPTON HILLS
August 15, 2023
7:00 p.m.

Call to Order – President Wojnicki called the meeting to order at 7:00 p.m.

1. Roll Call – Clerk Johnson called the roll:

Roll Call	Present	Absent	Also Present
Trustee Boatner	X		Village Administrator Burchard
Trustee Burson	X		Interim Police Chief Levand
Trustee McKelvie	X		Village Attorney Carmen Forte
Trustee Millette	X		
Trustee Morgan	X		
Trustee Muncie	X		
President Wojnicki	X		

2. Pledge of Allegiance – Scout from Troop 42 and Scout from Troop 946 led those present in the Pledge of Allegiance

3. Public Comments

Michael O’Dwyer

- Board is lacking in transparency. No financials are available. Village paying their bills, creating position and giving raises
- Need a new Treasurer. No financials. Working on the audit is not an excuse. Public needs to know and see expenses by GL number
- No need for the Clerks to have a small budget. Deputy clerk not a budgeted item
- President does not need a spending authority. Emergency circumstances are covered. President can get Board approval for purchases
- Warrant for \$98,502.00 Bill – did the Village get an invoice
- Late fees and interest on bills is a waste of Villages money
- Village should not be paying property taxes. Village is exempt. Why are we paying them on the space next door
- Get this Larsen lawsuit ended. Waste of money
- Stone Turn - \$5,000 for investigation. Outside people doing investigation. Enough, run the Village. Deal with personnel issues internally

Silvana King

- 13-year resident
- Kids are in scouts and volunteering in the community. To date, 36.5 hours of volunteering in our town
- Village issues happening are not making me proud
 - Unbudgeted money on lawyers
 - Hostile workplace
- Teaching kids to ask Village to do better, be better

Village Administrator Burchard advised we are paying the property taxes and getting reimbursed. Previous tenant was not non-profit. New tenant is. This is being corrected and will not happen again next year

4. Consent Agenda

- a. Motion to approve the meeting minutes of the July 14, 2023, Special Village Board meeting.
- b. Motion to approve the meeting minutes of the July 18, 2023, Regular Village Board meeting.
- c. Motion to approve payment of bills per Warrant List #24-06.

Trustee Muncie pulled 4b

Trustee McKelvie pulled 4c

Motion to approve consent agenda as amended made by Trustee Muncie; seconded by Trustee McKelvie

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

4b. Meeting minutes of the July 18, 2023

Trustee Muncie pointed out under item 6e:

- Typo – RGQ should read RFQ under the 3rd and 6th bullet
- Roll call listed for item 6e is the roll call for item 6f. Roll call should be noted that Trustee Millette voted aye, Trustee Millette confirmed. And President Wojnicki did not vote.

Motion to approve the meeting minutes of the July 18, 2023, Regular Village Board meeting, as amended, made by Trustee Muncie; seconded by Trustee Burson

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

4c. Warrant list #24-06

Trustee McKelvie

- Questioned if legal bills have been received yet from Parliamentarian Attorney Shepro.
- Attorney Shepro appeared at the August 2 litigation hearing
 - It was advised he was there on behalf of the Village President; President Wojnicki confirmed that yes he would have been
 - Board voted not to extend contract and contract expired July 30, why was he asked to go? President did advise he was not directly requested to do so and he will not bill us for it.
 - Trustee McKelvie requested Attorney Shepro be advised to cease as he is no longer representing the Village or President Wojnicki. Does not want gratis.

- President Wojnicki advised he was trying to be helpful and understand his contract is over

Motion to approve payment of bills per Warrant List #24-06 made by Trustee McKelvie; seconded by Trustee Burson

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

5. Department Reports - June 2023

a. Police Department

- Interim Police Chief Levand gave an overview of the report highlighting:
 - Accidents, calls for service, citations, arrests and K-9 Koda call outs.
 - National Night Out August 1, 2023, was a huge success. New location worked out great. Thanked everyone who made the event a success
 - D303 schools have started. Officers at Wasco and Bell Graham. Meetings have taken place regarding safety place. Koda will make appearances in the mornings on Tuesday and Thursday to help children struggling before school.
 - To Good for Drugs youth program will begin at Wasco and Bell Graham Elementary Schools
 - All mandatory officer training is up to date
 - Preparing for new CERT class
 - Fall Festival planning has begun. Event is September 16, 2023

b. Treasurer's Report

- Treasurer McPhillips noted:
 - Treasurers report submitted
 - Reviewed revenue, expenses and cash balances
 - Financial reports will be available for August. Misunderstanding that detail would be available in September for August data

Trustee Muncie asked about how to get it quicker? Hired staff. Need anything else?

Trustee Phillips advised time. But biggest issue is FY ended April 30 and now the audit. First day was May 17. Was not here for the previous FY. Auditors field work is done. Time now to get information entered in to Casselle to generate reports.

c. Building and Zoning

- Administrator Burchard gave an overview of permits issued.

Trustee Muncie pointed out at the last meeting that items should be discussed first, then the following meeting have action. Items may get voted down due to lack of discussion.

Regular order needs to be followed. Attorney RFQ process was voted on by the Board to proceed. Process of RFQ was not followed.

Trustees to discuss why these are an action item, versus discussion item.

- Village Clerk amendment was added by Trustee Burson. Trustee Burson advised discussion has been done and ready to act on.

Discussion after a motion is not always enough.

Trustee Muncie made a motion to move items 6c, 6d and 6e to discussion items; seconded by Trustee McKelvie

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner		X			
Trustee Burson		X			
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

6. Action Items

- a) **Motion to ratify** the retainer agreement with Montana & Welch, LLC to provide legal services related to the review and processing of Freedom of Information Act requests received prior to July 18, 2023 made by Trustee Muncie; seconded by Trustee Morgan.

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

- b) **Motion to approve Resolution R-23-19**, a Resolution authorizing the execution of a retainer agreement with Montana & Welch, LLC to act as special counsel.

Trustee Morgan made a motion to table Resolution R-23-19 indefinitely; seconded by Trustee Boatner

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie		X			

- c) **Motion to approve Ordinance O-23-13**, an Ordinance Amending the Campton Hills Village Code regarding the Village President's spending authority. Moved to Discussion Items
- d) **Motion to approve Ordinance O-23-14**, an Ordinance Amending the Campton Hills Village Code regarding the Village Clerk's powers and duties. Moved to Discussion Items
- e) **Motion to approve Resolution R-23-20**, a Resolution approving the appointment of Village Treasurer Timothy McPhillips as Budget Officer for the Village of Campton Hills. Moved to Discussion Items

6d. Motion to approve Ordinance O-23-14 as amended, an Ordinance Amending the Campton Hills Village Code regarding the Village Clerk’s powers and duties made by Trustee Burson; seconded by Trustee Morgan

Attorney Forte advised the Board of requested amendments:

- Letter E:
 - Wordsmith order
 - Should be:Designated secure *work space*, not *office*
- Letter H:
 - Separate items into three sentences

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie		X			
Trustee Millette		X			
Trustee Morgan	X				
Trustee Muncie		X			
President Wojnicki	X				

7. Current Discussion Items

6c. Ordinance O-23-13, an Ordinance Amending the Campton Hills Village Code regarding the Village President’s spending authority

- **Discussion ensued:**
 - Why does the President need a spending authority?
 - Make purchases within spending authority
 - What needs to be purchased that can’t wait for Board action or get reimbursed if need be
 - Trustee Burson suggested the change to the Village Code
 - Variety of circumstances that can call for a Presidents need to spend money and have the flexibility to act
 - President had spending authority until 2018 due to conflict with the Board and President
 - Pot of money divided among Village Administrator, Department Heads and Committee Chairs. President should have it and does not.
 - This has not been an issue during the last two presidents
 - Administrator can purchase what’s needed under their authority
 - Other Villages, Presidents have authority. Maybe suggest lower dollar amount

6d. Ordinance O-23-14, an Ordinance Amending the Campton Hills Village Code regarding the Village Clerk’s powers and duties

- **Discussion ensued:**
 - Further thought and discussion needed
 - Items H & I removed
 - i. H. Prepare Agenda Packets
 - ii. I. Serve As Secretary To Boards, Commissions And Committees - These are issues that legally bind the Village. The clerk should be there and report back to the Board
 - New items have been added

- Clerk has no set hours. No Accountability. Works a fulltime job
- Don't change code based on skills of current clerk
- Changes have been discussed. Not seeking to add duties, just clarify duties. Need to define role for state statute items. This role is not a glorified secretary. Wide range of statutory responsibilities fall under the Village Clerk.
- Freedom of Information Act Officer – send to staff to fill request and Clerk sends out. No access to materials
- Plan Commission/ZBA – delegate who to attend or attend themselves. Not in statute under the Clerk duties
- Various Villages do things differently with regards to Plan Commission. Can be delegated to staff or Deputy Clerk
- Village Administrator Burchard advised this is written as a full time job. Lower salary paid. Executive Assistant filled the role as Deputy Clerk. FOIA officer role takes time and the person needs to have access to materials
- FOIA situation and residents want out of newspaper. Handle FOIAs better
 - Village Administrator Burchard advised FOIA's by the newspapers were vetted and redacted before sending by Village Attorney's
- Will current clerk have time to all this while working full time. FOIA adds a layer that does not need to be there. Should be staff
- Clerk has had conversations with Village Board members and Village Administrator regarding duties. At Board level to settle item of contention. Delays things that could have been taken care of easily. Now delay action for what's been discussed for a couple months. Breakdown before coming to the Board and now defined with an Ordinance.
- Shifting some items to the clerk will free up Village Administrator to attend to improve other areas
- Duties listed are more robust, better clarification, than before. What does the Board want the position to be. Code written in 2007. State Statute is vague. Technology has altered terminology, i.e. posted
- Deputy Clerks in the past. This is not new. No new layer involved. Shifted responsibilities from one to another.
- The Board can bring back to action items with vote and get it voted on tonight
- Village Administrator Burchard curious of issues. Trustee Boatner will schedule a meeting
- Village Attorney Forte advised items that are responsibility of the Village Clerk in the state statute are in different sections of the statute and municipal code. Village Attorney will send amendments to the Ordinance to Clerk

Motion to move item 6d back to action item made by Trustee Burson; Seconded by Trustee Morgan

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie		X			
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

6e. Resolution R-23-20, a Resolution approving the appointment of Village Treasurer Timothy McPhillips as Budget Officer for the Village of Campton Hills

- Treasurer McPhillips advised he'd like more time to get trained. He as not asked to be Budget Officer,
- Village Administrator Burchard advised Budget Officer is in the Administrator job description and in Policy Manual under Village Administrator
- Administrative changes occurring. Need to get payroll done correctly.
- Trustee Burson advised she had a conversation with Treasurer McPhillips about being appointed Budget Officer.
- Treasurer McPhillips would like to hold off on appointment for now

a. Norton Lakes Reduction in Letter of Credit

- Village Administrator Burchard gave an over of the request
- Trustees would like to have verified that the backup Special Service Agreement for stormwater has been established. Part of subdivision approval.

b. Building Department Registration

- **Trustee Boatner gave overview of status**
 - Met with contractors and adjusted contractors registration fees accordingly. Feedback was registration fee related
 - Worked with building department and made adjustments based on feedback
 - Work with Attorney to bring ordinance and motion to the Board soon

8. Additional Informational Items

- Trustee Millette thanked all that worked hard for National Night Out to make it a fantastic event
- Trustee Morgan thanked the Scouts that attended the meeting to lead us in the Pledge of Allegiance and staying to watch and learn

9. Closed Session

Motion to go into closed session for the:

- Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or contractors. 2(c)(1)
- Litigation that is filed and pending or is probable or imminent. 2(c)(11) made by Trustee Burson; seconded by Trustee Morgan.

Roll Call	Aye	Nay	Absent	Abstain	Motion: CARRIED
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie	X				

Board entered closed session at 8:27pm

Board returned to open session at 9:57pm.

President Wojnicki reconvened the regular meeting and called the meeting to order at 9:57p.m.

Roll Call –Clerk Johnson called the roll:

Roll Call	Present	Absent	Also Present
Trustee Boatner	X		Village Administrator Burchard
Trustee Burson	X		Interim Police Chief Levand
Trustee McKelvie	X		Village Attorney Carmen Forte
Trustee Millette	X		
Trustee Morgan	X		
Trustee Muncie	X		
President Wojnicki	X		

10. Potential action related to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or contractors.

No action taken

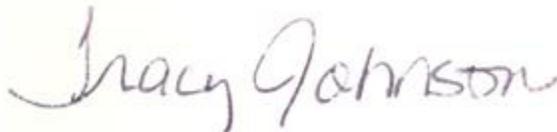
11. Motion to adjourn the meeting at 9:57p.m. made by Trustee McKelvie; seconded by Trustee Morgan.

Voice vote: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN:0] Motion **CARRIED**

Approved this 5th day of September, 2023



Barbara Wojnicki, Village President



Tracy Johnson, Village Clerk